

Special Events Permit Application

*City of Tempe
Special Events Office
3500 South Rural Road
Tempe, AZ 85282
Phone 480-350-5180
Fax 480-350-5184*



Date of Application:		Permit Application # (For office use only)	
<p>This application must be submitted a minimum of 60 days prior to the event with a non-refundable application fee of \$35 attached. Late applications are subject to an additional \$50 processing fee and those submitted within 16 days of an event will not be accepted. The payment of late fees does not guarantee event approval. Permits are \$100 per day.</p> <p>All applicants will be charged facility rental fees as appropriate and are expected to fully reimburse the city for all services related to event production which may include, but are not limited to, Police, Fire/EMS, Park and Facility Maintenance, Field Services, Sanitation, Street Engineering, Site Supervisors, and all necessary permit fees including: Special Event Liquor, Tents, Generators, Fireworks, Carnival, Exhibition/Tradeshow, Street Festivals, and Haunted Houses. All promoters are expected to have their events removed and areas reopened to the public by 5:00 a.m. the following day.</p> <p>Comprehensive site plans must accompany this application. Attach additional information if necessary.</p> <p>Please complete all fields. Incomplete applications will not be accepted.</p>			
Section 1 Applicant Information	Name of Applicant (must be on site during the event)		
	Drivers License Number	State	E-Mail Address for Correspondence
	Phone Number	Fax Number	Cell Phone Number
	Business Address		
	City	State	Zip
	Corporation/Organization Name of D.B.A.		
	State of Incorporation	Tax ID #	501 (c) 3 #
			City Sales Tax ID #
Section 2 Event Information	Name of Event		
	Event Date	Event Time	Set Up Time
			Take Down Time
	E-Mail address for public information		WEB address for public information
	Location of Event/Address		
	Sponsors of the Event		
	Brief Description of Event		
	Anticipated Peak Attendance		Anticipated Daily Attendance

Section 2 Event Information (con't)	If the event involves the participation of a charity, you are required to provide an acknowledgement letter from the charity.			
	Charity Name		501(c)3 #	
	Charity Contact Name		Contact Phone	
	Charity Address		Charity Phone	
	Have you ever coordinated/promoted another event/s? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the following:			
	Last event/s		Date	
	Location	Contact Name	Phone	
	Has the applicant/organization ever had a liquor license or event permit denied, revoked or suspended, from any city or location. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain below:			
	Will there be an admission charge? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list all price categories:			
	Will there be entertainment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list and describe.			
	Will novelty items be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list and describe.			
	Vendor Company Name			
	Address		Individual	
	City	State	Zip	Phone
	Will there be contracted concessionaires/caterers? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete the following:			
	Concessionaire/Caterer Company Name			
	Address		Individual	
	City	State	Zip	Phone
	What type of advertising/promotion will be done prior to the event?			
	Radio <input type="checkbox"/> Yes <input type="checkbox"/> No		What Stations?	
TV <input type="checkbox"/> Yes <input type="checkbox"/> No		What Stations?		
Fliers/Posters <input type="checkbox"/> Yes <input type="checkbox"/> No		How many?		
Press Releases <input type="checkbox"/> Yes <input type="checkbox"/> No		How many?		
Newspaper Ads <input type="checkbox"/> Yes <input type="checkbox"/> No		What publication?		
Please attach any planned promotional materials.				
Is any other promoter/producer assisting you with your event? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Name of Promoter and Promotion Company				
Address		Individual		
City	State	Zip	Phone	

Section 3 Event Features	Will the event include any of the following? (Indicate on site plan too)		
	<i>Tents or Canopies</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Company		Individual
	Address		City State Phone
	Number of Tents:	<i>Tents over 400 sq ft and canopies over 900 sq ft require permits from the Fire Department</i>	
	<i>Fireworks</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Company		Individual
	Address		City State Phone
	Fireworks require written notification from the fireworks production company to the FAA at Sky Harbor International Airport. A copy of the letter is required with this application.		
	Fireworks require permits from the City of Tempe Fire Department.		
	<i>Open Flames or Cooking</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Company		Individual
	Address		City State Phone
	<i>Temporary Fencing</i> <input type="checkbox"/> Yes <input type="checkbox"/> No Provide accurate dimensions of fenced area on site plan.		
	Company		Individual
	Address		City State Phone
	<i>Port-O-Johns</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Company		Individual
	Address		City State Phone
	<i>Electrical Services/Generators</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Company		Individual
	Address		City State Phone
	<i>Carnival/Amusement Rides</i> <input type="checkbox"/> Yes <input type="checkbox"/> No A separate permit from the Fire Dept may be required.		
	Company		Individual
Address		City State Phone	
<i>Signs / Banners</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			
Company		Individual	
Address		City State Phone	
<i>Inflatables</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			
Company		Individual	
Address		City State Phone	

Section 4 Transportation	Does the event propose using, closing or blocking any of the following?			
	<i>City Streets</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			
	<i>Location</i>	<i>From/To</i>	<i>Date/s</i>	<i>Time/s</i>
	<i>City Sidewalks</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			
	<i>Location</i>	<i>From/To</i>	<i>Date/s</i>	<i>Time/s</i>
	<i>City Bus Stops</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			
	<i>Location</i>	<i>From/To</i>	<i>Date/s</i>	<i>Time/s</i>
	<i>Public Parking Lots</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			
	<i>Location</i>	<i>From/To</i>	<i>Date/s</i>	<i>Time/s</i>
	<i>Public Bicycle Parking</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			
	<i>Location</i>	<i>From/To</i>	<i>Date/s</i>	<i>Time/s</i>
	<i>Multiuse Paths</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			
	<i>Location</i>	<i>From/To</i>	<i>Date/s</i>	<i>Time/s</i>
	<i>City Alleys</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			
	<i>Location</i>	<i>From/To</i>	<i>Date/s</i>	<i>Time/s</i>
<i>City Right-of-Ways</i> <input type="checkbox"/> Yes <input type="checkbox"/> No				
<i>Location</i>	<i>From/To</i>	<i>Date/s</i>	<i>Time/s</i>	

Section 5 Use of City Utilities	Will any city electric or water hookups be used? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Electric Location		Service Needed (in amps)	
	Water Location		Service Needed	
Section 6 Event Security	Will the event be using private security? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	<i>The City of Tempe allows only security companies that are licensed and bonded in the State of Arizona. For questions call Tempe Police Department, 480-350-8542.</i>			
	Security company		AZ Dept of Public Safety ID#	
	Contact		Phone	
	Address	City	State Zip	
	Number of personnel contracted for		Scheduled hours personnel will be at event	
	Will the event be requesting off-duty Tempe Police officers? <input type="checkbox"/> Yes <input type="checkbox"/> No See Section 12 for fees.			
	City of Tempe Police Contact Person (if you have contacted anyone yet)		Phone	
	Number of personnel contracted for		Scheduled hours personnel will be at event	
	<i>To schedule off-duty police officers, please call (480) 350-8789. Officers must be scheduled a minimum of three weeks prior to the event.</i> <i>After reviewing the event application, you may be required to use City of Tempe off-duty police officers for the event. If off-duty police officers are required, applicant must provide above information as an amendment to the application before an event permit will be issued. This service is at the expense of the applicant.</i>			
	Section 7 Emergency Medical Services	Will the event request off-duty Tempe EMTs or paramedics? <input type="checkbox"/> Yes <input type="checkbox"/> No See Section 12 for fees.		
City of Tempe Fire Dept Contact Person		Phone		
Number of personnel contracted for		Scheduled hours personnel will be at event		
<i>To schedule off-duty EMT or paramedics, please call (480) 858-7230.</i> <i>After reviewing the event application, you may be required to use City of Tempe off-duty EMTs or paramedics for the event. If emergency medical services are required, applicant must provide above information as an amendment to the application before an event permit will be issued. This service is at the expense of the applicant.</i>				

Section 8 Alcohol	Will there be alcohol at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Beer and wine only are allowed on city of Tempe property. No glass containers/bottles allowed in city parks.</i>	
	Will alcohol be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Will alcohol be given away? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Is alcohol included in the admission price of the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If you answered <i>Yes</i> to any of the above, a city and state liquor license may be required. Which type of license will be used for the event? <input type="checkbox"/> Special Event Liquor License Attach copy of State of Arizona application <input type="checkbox"/> Extension of Premise (existing liquor license holders only) Attach copy of State of Arizona application	
	If applying for a Special Event Liquor License, the following must be provided:	
	Charity's or Organization's Name	501(c)3#
	Name of Contact at Charity or Organization	Phone
	On-Site Agent responsible for liquor	
	<i>A letter from the charity or organization agreeing to participate as the agent for the special event liquor license is required and must accompany the original event application. A principal of the charity must be on site during hours when liquor is being served.</i>	
	How will attendees be identified as minors or age 21 or over?	
	Have the alcohol servers received training regarding the sale and service of alcoholic beverages? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when and where?	
	Is a bartending service being used? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Name of Company	
Contact Name	Phone	
<i>A site plan showing locations of alcohol service areas, type and height of fencing, and security check areas must be provided and correspond to the description of the controls above.</i>		

Section 9 Tempe Town Lake & Rio Salado Park Areas	Does the event propose using or closing any of the following areas?		
	Tempe Beach Park <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Specific Area (s)	Dates(s)	Time(s)
	South Bank Linear Park <input type="checkbox"/> Yes <input type="checkbox"/> No or North Bank Linear Park <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Date(s)	Time(s)	
	Rio/Hardy Area <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Date(s)	Times(s)	
	Marina <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Date(s)	Times(s)	
	<u>Note to Tempe Beach Park and Town Lake Users</u> ❖ Contracted vendors currently on site will be included in all events, at no cost to the vendor. ❖ A pre and post walk-thru will be required for all events. ❖ The sale of popcorn is strictly prohibited in the park areas surrounding Tempe Town Lake. ❖ The sale or distribution of helium balloons is strictly prohibited. ❖ The use of laser lights and/or search lights is strictly prohibited. ❖ An event damage deposit may be required.		
	Tempe Beach Park Rental Fees (per area). Fees to be determined by Rio Salado Event Coordinator Rental Fees are applied per area. Category I \$250 per day plus expenses (non-profit organizations) Category II \$500 per day plus expenses (for-profit organizations donating profits to a non-profit organization) Category III \$1000 per day plus expenses (for-profit organizations) Rates are subject to change- Please verify with city event coordinator		
	Town Lake Rental Fees. Check all areas proposed to be used during the event. <div style="display: flex; justify-content: space-between;"> <div>Zone I</div> <div>Downstream/West Dam to Mill Ave.</div> <div>\$ 5,000</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Zone II</div> <div>Mill Ave. to Rural Rd.</div> <div>\$10,000</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Zone III</div> <div>Rural Rd. to Upstream/East Dam</div> <div>\$10,000</div> </div>		
	Town Lake Zone I <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Dates(s)	Time(s)	
	Town Lake Zone II <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Dates (s)	Time(s)	
Town Lake Zone III <input type="checkbox"/> Yes <input type="checkbox"/> No			
Date(s)	Time(s)		

Section 10 Facility/Park Maintenance	<p>A cleaning/damage deposit or surety bond may be required to insure that the area used by the applicant is left clean and undamaged. The city may retain all or a portion of the deposit for failure to comply with the terms and conditions of the permit or the ordinances of the city. In the event that damage is so substantial, and/or the facility is not usable to the public, the applicant will be assessed the corresponding per day rental fee until the facility is made whole and returned for public use. The park must be returned to original condition prior to event pending approval from a park maintenance supervisor.</p> <p>Please provide your trash removal and clean-up plan. If additional city refuse containers are needed, please call Steve Such at 480-350-8131. All costs for containers, dumping and removing are the responsibility of the applicant/promoter. If an outside refuse company will be used, please attach a clean-up plan to this application with the company name, contact person and phone number.</p>																																										
Section 11 ADA Accessibility Requirements	<p>Parking <i>Existing Lots:</i> When lots are used for activities other than parking, accessible spaces should be kept open and usable. If not possible, the same number of spots must be provided as close as possible to original spaces and/or main event site. <i>Temporary lots:</i> Accessible spaces must be created and held in reserve for people with disabilities, laid out in accordance with standards, marked with the accessibility symbol, and connected to the closest approximation of an accessible route.</p> <p>Accessible Routes Accessible routes must connect event site features, including parking, exhibits and activities and public amenities.</p> <p>Portable Toilets A minimum of 5%, but never less than 1, portable toilets shall be accessible. For questions or assistance with these requirements please call City of Tempe ADA Accessibility Specialist at 480-350-2704.</p>																																										
Section 12 Fees	<p>All event fees will be invoiced by the Special Events Department. Payment is due upon receipt of invoice. Checks should be made payable to the “City of Tempe”. The following fees are estimates only and shall not be used for budget development as they are subject to change. Listed below are some common charges. Each event is subject to additional charges not listed.</p> <table border="0"> <tr> <td>Application Permit Fee</td><td>\$35</td></tr> <tr> <td></td><td>\$50 late fee (if submitted within 60 days of event)</td></tr> <tr> <td>Special Event Fee</td><td>\$100 permit fee per day to a maximum of \$500</td></tr> <tr> <td>Special Event Liquor</td><td>\$25 application fee and \$25 per day fee</td></tr> <tr> <td></td><td>The State of AZ charges an additional \$25</td></tr> <tr> <td>Extension of Premises Permit</td><td>\$35</td></tr> <tr> <td>Surety Deposit/Bond</td><td>Determined on an individual event basis</td></tr> <tr> <td>Barricades</td><td>Amount charged by barricade company</td></tr> <tr> <td>Solid Waste</td><td>\$45.72 - \$56.89 per hour, per staff person</td></tr> <tr> <td>Refuse Containers</td><td>See Section 10, paragraph 2</td></tr> <tr> <td>Traffic Operations</td><td>\$39.32 - \$49.15 per hour, per staff person</td></tr> <tr> <td>Police</td><td>\$53 per hour, per officer as determined, 3 hour minimum, vehicles additional,</td></tr> <tr> <td>Fire/EMS</td><td>\$35 per hour, per staff person as determined, 4 hour minimum</td></tr> <tr> <td>Field Services</td><td>Determined on an individual event basis</td></tr> <tr> <td>Transportation</td><td>Determined on an individual event basis</td></tr> <tr> <td>Generator Permit</td><td>\$25</td></tr> <tr> <td>Fire Prevention:</td><td></td></tr> <tr> <td>Tent/Canopy Permit</td><td>\$250/tent or canopy (400 sq. ft. tents & 900 sq. ft. canopies and up)</td></tr> <tr> <td>Exhibit/Tradeshow/ Extension of Premises/ Beer Gardens/Carnival/Special Events/ Street Festival & Haunted House</td><td>\$150 (A separate fire dept. permit may be required)</td></tr> <tr> <td>Fireworks Permit</td><td>\$250 per location</td></tr> <tr> <td>Tempe Tax & License</td><td>Call 480-350-2955 for details</td></tr> </table>	Application Permit Fee	\$35		\$50 late fee (if submitted within 60 days of event)	Special Event Fee	\$100 permit fee per day to a maximum of \$500	Special Event Liquor	\$25 application fee and \$25 per day fee		The State of AZ charges an additional \$25	Extension of Premises Permit	\$35	Surety Deposit/Bond	Determined on an individual event basis	Barricades	Amount charged by barricade company	Solid Waste	\$45.72 - \$56.89 per hour, per staff person	Refuse Containers	See Section 10, paragraph 2	Traffic Operations	\$39.32 - \$49.15 per hour, per staff person	Police	\$53 per hour, per officer as determined, 3 hour minimum, vehicles additional,	Fire/EMS	\$35 per hour, per staff person as determined, 4 hour minimum	Field Services	Determined on an individual event basis	Transportation	Determined on an individual event basis	Generator Permit	\$25	Fire Prevention:		Tent/Canopy Permit	\$250/tent or canopy (400 sq. ft. tents & 900 sq. ft. canopies and up)	Exhibit/Tradeshow/ Extension of Premises/ Beer Gardens/Carnival/Special Events/ Street Festival & Haunted House	\$150 (A separate fire dept. permit may be required)	Fireworks Permit	\$250 per location	Tempe Tax & License	Call 480-350-2955 for details
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Section 13

Insurance Requirements

The City of Tempe has established insurance requirements for those facility users, vendors and contractors entering into agreements with the city for the purpose of special events and activities. Before commencing use or services under an agreement with the City of Tempe a certificate of insurance that complies with the requirements referenced below must be furnished.

All special event applicants shall name the City of Tempe as an “Additional Insured”, per item one below, on all policy(ies), except workers compensation and shall reflect this on a Certificate of Insurance. Applicant agrees that any insurance available to the applicant shall be primary and non contributory to the city’s self insured retention. Applicant shall obtain certificates of insurance from all vendors participating in this event unless covered under applicant’s insurance policy. Vendors must comply with all requirements listed in this section. Complete and accurate certificates must be received by the Special Events Office a minimum of five (5) working days prior to the event. Separate certificates of insurance shall be provided by all carnival and amusement companies and firework production companies with the limits shown in this section and shall name the city of Tempe as “Additional Insured” as per item one below. Additional coverage may be required depending upon the nature and scope of the event. For more information or questions regarding insurance requirements, please contact our Risk Management Department at 480-350-8248. Risk Management reserves the right to evaluate the liability of each event and assess the required insurance limits. Event permits will not be issued until all insurance requirements are satisfactorily met.

The certificate must show:

1. The City of Tempe, its agents, officers, employees and volunteers are named as “Additional Insured”. All Certificate of Insurance policies must reflect this with the exception of workers compensation.
2. The City of Tempe shall be notified at least 30 days prior to cancellation or alteration of any insurance coverage. A 10-day notice of cancellation for non-payment of premium.
3. Workers Compensation Policies shall contain a Waiver of Subrogation clause in favor of the City of Tempe.

4. General Liability Including:

Bodily Injury
Comprehensive Form
Premises Operations
Contractual
Independent Contractors
Product/Completed Operations
Hazard
Personal injury
Broad Form Property Damage

In addition, specific date(s) and locations(s) of the event, to include set up and take down, must be stated clearly on the certificate. Certificates must be received no less than five (5) working days prior to the event.

<p>Section 13</p> <p>Insurance Requirements</p> <p>(con't)</p>	<p style="text-align: center;">INSURANCE LIMITS</p> <p><u>General Events</u> General events consist of those events held at any city facility other than Tempe Beach Park/Town Lake.</p> <p>General Liability - \$1,000,000 each occurrence, \$2,000,000 aggregate Auto Liability - \$1,000,000 combined single limit (each accident) Workers Compensation – Arizona Statutory Requirements Liquor Liability - \$2,000,000 each occurrence</p> <p><u>Beach Park/Town Lake Events</u></p> <p>\$1,000,000 each occurrence - \$2,000,000 aggregate Events with limited exposure such as souvenir shops, clothing sales, and other small operations, or events with less than 500 people. This level also applies to such events as company picnics and charity walks as long as there is no alcohol or events on the lake itself.</p> <p>\$5,000,000 each occurrence - \$5,000,000 aggregate Events with more than 500 people in attendance or any non-motorized activity(ies) in or on the lake.</p> <p>\$10,000,000 each occurrence Watercraft Liability Events involving powerboats shall be required to carry at least \$10,000,000 of watercraft liability coverage. General Liability at the same limit is required for the associated land-based activity(ies).</p> <p>Auto Liability - \$1,000,000 combined single limit (each accident).</p> <p>Workers Compensation – Arizona Statutory Requirements</p> <p>Liquor Liability - \$5,000,000 each occurrence.</p> <p style="text-align: center;">OTHER INSURANCE OR RISKS</p> <p>All other risks shall comply with the Additional Insured requirements as stated in item 1 above.</p> <p><u>Fireworks Production</u> General Liability - \$5,000,000 each occurrence Auto Liability - \$1,000,000 combined single limit (each accident) Workers Compensation – Arizona Statutory Requirements</p> <p><u>Liquor Liability</u> If your event is approved to have alcohol you will need to show proof of liquor liability coverage. Tempe Beach Park - \$5,000,000 each occurrence All other City facilities - \$2,000,000 each occurrence</p> <p><u>Carnival/Amusement Rides</u> \$2,000,000 General Liability \$1,000,000 Auto Liability Workers Compensation – Arizona Statutory Requirements</p>
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Section 14 Certification	<p>I hereby certify that the statements made in this application are true and complete to the best of my knowledge, and that I am authorized to execute the application. Intentional omissions or falsification of information is sufficient grounds for denial of the application and subsequent revocation of the permit. I agree to indemnify, defend and save harmless the City and its respective officers, agents and employees and volunteers from any and all losses, claims liabilities, damages, costs and expenses, including reasonable attorney's fees and court costs, resulting from the conduct of the applicant, sponsor or promoter, their employees, suppliers, vendors or agents, or any of their guests, invitees or licensees with regard to the event applied for. I agree to indemnify, defend and save harmless, the City and its respective officers, agents and employees, and volunteers from any and all losses, claims, liabilities, damages, costs and expenses, including reasonable attorney's fees and court costs, resulting from any facility, park or lake closure due to inclement weather. In such an instance, I understand that all event participants must follow the City's guidelines and procedures for lake/facility evacuation and that this event is being held inside the City limits and all City rules and regulations apply. I also understand that the City reserves the right to determine if park facilities are unusable as a result of inclement weather.</p> <p>I realize my submittal of this application request constitutes a contract between myself and the City of Tempe and is a release of Liability.</p> <p>I am the said applicant and submit this application request of my own free will.</p> <div style="display: flex; justify-content: space-between;"> <div>_____ Signature of Authorized Agent or Applicant</div> <div>_____ Date</div> </div> <div style="display: flex; justify-content: space-between;"> <div>_____ Title</div> <div>_____ Date</div> </div>

For further information or questions call City Staff at:

Special Events Supervisor	480-350-5182
Special Events Assistant	480-350-5180
Liquor License Agent	480-350-8542
Risk Management	480-350-8248
Diablo Stadium Manager	480-350-5265
Rio Salado Events Coordinator	480-858-2199
Sales Tax and License	480-350-8650
Fire Department (EMT, paramedics)	480-858-7230
Police Department (Off-Duty)	480-350-8789